

EPA Official Record

Mail ID: a39f5f57ac6c4058af734446f27eac52

From: Aoyama, Joyce

To: Plotke, David

Copy To: Candace Smith

Delivered Date: 12/31/2013 07:58 PM EST

Subject: FW: SF135 for 204 files

Attachments: SF135 FY14 for 204a1 12-20-13.docx [22 KB]; SF135 FY14 276a1 SF135 12-20-13.docx [23 KB]

[With attachments. My apologies.](#)

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Aoyama, Joyce
Sent: Friday, December 20, 2013 1:20 PM
To: Plotke, David
Cc: Smith, Candace; Prezyna, Ann
Subject: RE: SF135 for 204 files

[David,](#)

Here are some SF135 templates for [204](#) and [276](#). I've put in the links just in case you need to compare. I'll check the ones you did. I added your name to one. I'll check the boxes in Versatile now. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Plotke, David
Sent: Friday, December 20, 2013 12:41 PM
To: Aoyama, Joyce
Cc: Smith, Candace; Prezyna, Ann
Subject: SF135 for 204 files

Hi Joyce,

I have a case that falls under 204 (State Program Authorization Files) that consists of 3 boxes. The boxes are ready to be archived. Do I create a SF135 for those files that have a permanent record retention schedule? Or is there another process to electronically archive the files?

Thank you,
David